

11-15-62 9-3  
(Halegbees & Stand.)  
Record Keeping

X - Reg mgmt 4-8  
Permanent Records

MEMORANDUM FOR THE RECORD

15 January 1962

SUBJECT: Annual Increment of Permanent Records

1. Based on the total cubic feet of records on hand in Agency offices in 30 June 1961 (155,184 cu. ft.) and the total records determined to be permanent previously (5,969 cu. ft.), the per cent of permanent records in CIA is 3.8%.

2. There are 41,164 cubic feet of records in the Agency for which we have not had Records Control Schedules (Part of DDP and PIC). If we eliminate these from consideration as to whether they are permanent or temporary, the per cent of permanent records in CIA then becomes 5.2%. ( $5969 \div 114020 = 5.2$ ).

This figure (5.2%) is the one that we will use officially. I gave this information to the NARS, GSA, Mr. Johnson on 15 January 1962.

STATINTL